

SECTION 140: PAYROLL PAYMENT POLICY

1. Purpose. To establish a policy for the prompt processing of payroll payments to all State employees by setting payroll payment deadlines and submission deadlines for payroll documents, and by outlining the responsibilities of State departments and agencies to accomplish this objective.
2. Payroll Payment Deadlines. It is the policy of the State government to pay its employees as promptly as possible for compensation earned, but no later than the following deadlines, according to the types of employees:
 - (a) New Employees. Pay no later than the end of the payroll period following the payroll period in which the compensation was earned for newly hired employees.
 - (b) Regularly Employed Employees. Pay no later than the end of the payroll period in which the compensation was earned for those regularly employed employees who are paid a recurring amount each payroll period and whose accumulation pattern for vacation and sick leave credits is sufficiently stable to cover unanticipated absences within the payroll period.
 - (c) Other Employees and Premium Pay. Pay no later than the end of the payroll period following the payroll period in which the compensation was earned for other employees and for all premium pay compensation.
 - (d) Terminating Employees. Pay no later than the end of the payroll period in which an employee is terminated from State employment, if State DPS Form G-2, "Application for Transfer of Vacation and Sick Leave in Lieu of Vacation Credits" and supporting State DPS Form 7, "Attendance and Leave Record" (or other leave records prescribed by the Department of Personnel Services) are received by Central Payroll by the end of the payroll period immediately preceding the termination date.
3. Submission Deadlines for Payroll Documents. All employing departments and agencies must submit their payroll payment forms (PAYROLL CHANGE SCHEDULES, exception type schedules and Register of Workers' Compensation Disability Payments, Report No. PRA056), the required supporting payroll authorization forms, and the required time sheets to Central Payroll, Accounting Division, Department of Accounting and General Services by the following deadlines established below, according to the types of employees, in order to have payroll payments processed within the time periods covered by this policy:
 - (a) New and Regularly Employed Employees. Payroll documents must be submitted by the end of the second (2) working day of a pay period for regular PAYROLL CHANGE SCHEDULES.

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- (b) Other Employees and Premium Pay. Payroll documents must be submitted by noon of the sixth (6) working day before payday for other employees who receive hourly or premium pay through PAYROLL CHANGE SCHEDULES and exception type schedules with supporting time sheets, as required.
- (c) Terminating Employees. Payroll documents must be submitted by the end of the payroll period immediately preceding the termination date or payday. (Example: Documents must be submitted by January 31, 1977 if the termination date or payday is February 15, 1977.)

4. Responsibilities of Departments and Agencies.

- (a) General. To accomplish the State's objective of paying employees on a timely basis, the various agencies responsible for processing payroll authorization and payroll payment documents must clearly adhere to the submission deadlines established above, as well as to any additional internal deadlines of their own.
- (b) New Employees.
 - (1) It is imperative that all employing agencies have adequate plans for hiring a new employee, and that they also complete the required payroll authorization documents so that the approved documents are available to support the initial payment when a person is initially hired, appointed, or otherwise employed. A prospective employee should not be allowed to work until his personnel authorization is approved by the personnel authority responsible for such approval.
 - (2) It is the responsibility of the employing agencies to notify new employees not to expect immediate payroll payment at the close of their first payroll period. In most cases, unless the employing agency has completed and processed all the required documents in advance, a new employee should be informed that his first payroll payment will not be earlier than the payday at the end of the payroll period after his first payroll period worked.